



ATENEUM DE MANILA UNIVERSITY  
GRADUATE SCHOOL OF BUSINESS  
CENTER FOR CONTINUING EDUCATION



Human Resources Management

ONLINE PROGRAM

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# EFFECTIVE WORK MANAGEMENT

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March 21, 22, 23 & 24, 2022 | via ZOOM



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# ABOUT AGSB-CCE

The Ateneo Graduate School of Business - Center for Continuing Education (AGSB-CCE) was established to complement the existing Ateneo-BAP Institute of Banking, a consortium between the Ateneo de Manila University and the Bankers Association of the Philippines. It was initially known as the Basic Leadership Program (BLP) until the name was changed to Continuing Professional Education (CPE) and then finally, to Center for Continuing Education (CCE).

Under AGBS, CCE takes an active role in addressing specific industry concerns that require immediate, purposeful, and focused response. As an industry resource and partner, CCE offers continuing professional development programs that are workplace-based with immediate take-away value. Methodologies are based on business simulation, practical exercises and applications, case analyses, and focused discussions. Courses are designed, developed and delivered by industry practitioners who are noted experts in their respective fields. Together, AGBS and CCE support the Ateneo mission to promote excellence, integrity and service.



# WHO SHOULD ATTEND?

Associates, technical personnel, supervisors, and managers.

## OBJECTIVES

Successful completion of this module enables the participant to:

- ➔ Enumerate the expectations of management for all associates;
- ➔ Identify sources of time robbers and stress;
- ➔ Apply critical steps for effective planning;
- ➔ Explain the value of establishing and maintaining work relations;
- ➔ Implement guidelines for managing change;
- ➔ Apply the critical steps for high quality decision-making; and;
- ➔ Conduct effective meeting using the required guidelines

# EFFECTIVE WORK MANAGEMENT

It's a paradox that in practically all training and development programs of many organizations, interests are focused on technical know-how. There are areas which are often time neglected – Effective Work Management which reduces stress and results to better time management.

This program has been designed for all members of the organization who are designated to get things done with others effectively and efficiently. Meaningful guidance and skills will be provided so that the participants may be able to attain or exceed objectives with self-management together with other members of the organization.

## PROGRAM OUTLINE

### I. Introduction/Rationale

- A. Program Objectives
- B. Course Outline

### II. Differentiating Leaders and Specialist

- A. The Work of Specialists and Leaders
- B. Expectations of Management from Team Members
- C. Influencing Styles

### III. Analyzing Where Time Goes

- A. Kinds of Time Robbers
- B. Identifying Time Robbers

### IV. Managing Stress

- A. Definition of Stress
- B. Sources of Stress
- C. General Guidelines for Stress Management
- D. Stress Symptoms Evaluation

### V. Managing Task and Relationship

- A. Managing Self by Being Proactive
  - 1. Definition
  - 2. Difference of Being Proactive and Reactive
  - 3. Role Play
- B. Planning Work Objectives
  - 1. Indicators of Poor Planning
  - 2. Steps in Planning
  - 3. Potential Problem Analysis
  - 4. Practicum: Case Analysis
- C. Managing Relationship
  - 1. Managing the Boss (Film Showing)
- D. Making Quality Decisions
  - 1. Steps in Decision Making
  - 2. Application: Case Analysis
- E. Specialized Skills
  - 1. Saying “No”
  - 2. Conducting/Attending Meetings

### VI. Commitment Planning

# RESOURCE PERSON



**MR. ARMANDO T.  
BONGCO, JR.**

Mr. Armando T. Bongco, Jr is a Professional Management and Organization Development Consultant specializing in leadership supervisory and management development, strategic planning, performance management, coaching and counseling, training and development, human resource for line leaders, and organization transformation.

He was a Consultant and HRDG Manager of United Laboratories, Inc., Senior Manager for Organization Development and Training Manpower Department of First Holdings Group of Companies, Head for Manpower Training and Development Department of the Human Resources Division of Ayala Group of Companies, and Staff Planning Assistant for the Human Resources Division- San Miguel Corporation.

Mr. Bongco was trained and certified as an official instructor for Problem-Solving and Decision-Making Program by Kepner and Tregoe, Inc., Interaction Management by Development Dimension International, Inc., and Problem Solving and Decision Making by Decision Processes, Inc. He participated and completed numerous seminars conducted by leading foreign and domestic consultancy firms in various areas of HRM.

# EFFECTIVE WORK MANAGEMENT

## PROGRAM DETAILS

March 21, 22, 23 & 24, 2022  
(Monday - Thursday)  
1:30 pm - 5:30 pm  
via **ZOOM**

## PROGRAM FEE

Php 10,000.00 (*Early Eagle Rate*)  
Php 11,000.00 (*Regular Rate*)

*\*Schedules and prices may change without prior notice.*

## INCLUSIONS

- Digital copies of the materials can be accessed through AteneoBlueCloud (Canvas LMS)
- Digital Certificate of Completion

## REGISTER NOW!

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SCAN CODE  
TO REGISTER



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**EXCELLENCE**

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